



Procedure: Change in Store Name and/or Address

Functional Area: I Vendor and Farmer Management

Section: A 2 a

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Purpose

Identify the steps to follow if a WIC vendor has a change in store name and/or address

Outline of Process

A. Notify the State Agency of any change in store name and/or address.

1. Confirm the change in the store name and/or address with the retailer with a phone call and the effective date of the change. Also confirm that the ownership will not change.
2. The State WIC Agency will prepare an addendum and send it to the local agency vendor manager for a change in store name or for a change in store address within the same city or town jurisdiction.

✚ A follow-up routine monitoring visit should be completed within the next quarter for those stores with a change in store address within the same city or town by the local agency WIC vendor manager to ensure that all selection criteria are met in the new location.

✚ If the change in address is not within the same city or town, then the contract will be terminated.

- ❖ Follow-up with a letter and form, examples follow, to the vendor documenting the change in address. The vendor will complete the form and return it to the local agency WIC vendor manager.
- ❖ Retain a copy of the letter and completed form in the vendor's file.
- ❖ Terminate the vendor in the WIC computer system.
- ❖ The vendor number assigned to that vendor cannot be used again for any other vendor and will also be terminated.
- ❖ Request the return of the WIC vendor stamp immediately upon the change in address.

3. The local agency vendor manager will secure the signatures of the individual with legal authority to obligate the vendor and of the

**Outline of Process
(cont.)**

individual for the local WIC agency. If possible, it is recommended to have the individuals who originally signed the agreement to sign the addendum also.

4. One copy of the addendum is given to the vendor to attach to their current agreement, one copy is retained by the local agency vendor manager to attach to their current agreement, and the third copy is sent to the state WIC office to attach to their current agreement.
 5. Make the change in name and/or address in the WIC computer system. Please refer to the Vendor Processing User's Guide, pages 2-10 through 2-12, for additional information.
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(Date)

(Name and Address of Retailer)

Dear (Name of Retailer):

I am writing to you regarding the Nebraska WIC Program. As discussed in our conversation on (date), (store's name and address) will have a change in address on (date). The Nebraska WIC Program Retail Vendor Agreement terminates immediately upon a change in store address unless the move is within the same town or city. Therefore your contract with the Nebraska WIC Program expires (date of change in store address).

Please complete the enclosed form and return it to our office by (date). This will provide written confirmation of the termination of the agreement and documentation necessary for our files.

Please return the WIC vendor stamp to our office upon the change in store address.

We appreciate your cooperation as a WIC vendor. If you wish to be considered again as a WIC retailer, please contact our local WIC agency at (phone number) or our State WIC office at (402) 471-2781.

Sincerely,

(Name)

(Title)

Enclosure

xc: State WIC Vendor Management Coordinator

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I _____, of (store name and address) understand the Nebraska WIC Program Retail Vendor Agreement expires with a change in store address, unless the move is within the same town or city.

(Store name and address) will have a change in store address on (date). Therefore the agreement with the Nebraska WIC Program will terminate on (date of change in address).

Signature

Date

xc: State WIC Vendor Management Coordinator

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